

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-67**

OPEN TO: All interested candidates

OPENING DATE: May 13, 2011

TITLE: Computer Management Assistant

CLOSING DATE: May 26, 2011

GRADE: FSN-9 (Rs. 1,136,135 p.a. to Rs. 2,107,328 P.A.)

AGENCY: USAID

LOCATION: ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The incumbent is responsible for providing support to the USAID Local Area Network (LAN) system. This includes first line of support to users in Mission standard Windows applications like MS Word, MS Excel, and Outlook etc. This position also takes primary responsibility and ownership for several applications including AETA, Phoenix, WinTA and ProDoc . He/She will be responsible for installation and monitoring of servers and client software. The incumbent will take part in implementation and monitoring of various telecommunication links which includes dial up, VPN and WARP and performs various communications related duties and develops procedures to maintain information databases. He/she participates in Mission LAN/WAN operations and maintenance. The incumbent will work with other IT members in furthering USAID World Wide Web access including USAID/Pakistan website coordination.

QUALIFICATION REQUIRED:

EDUCATION: Completion of bachelor's degree in Computer Science or related field is required and MCSE certification or equivalent is also required.

EXPERIENCE: A minimum of three years of progressively responsible experience with exposure to complex computer operations in a LAN environment (preferably in a service oriented capacity) is required.

LANGUAGE: Level IV (Fluent) English and Urdu language skill is required.

KNOWLEDGE: Expert knowledge of present day computer technology, telecommunications equipment and Worldwide Web use plus applicability in work processes is required. Expertise in the use and application of standard off the shelf software packages and operating systems e.g. Windows 2000 is essential. Knowledge of Databases is a plus. Concepts of systems design, network management, operations and maintenance is desired. Working knowledge on programming Access, Excel/Word Macros is necessary

ABILITIES & SKILLS: Analytical skills in the application of IT tools and resources to resolve problems are required. Good interpersonal skills in dealing with users and user problems are also required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.

5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications submitted other than prescribed application form will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 26, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.